



## 2018 Human Dimension Implementation Meeting

Warsaw, 10-21 September 2018

### SIDE EVENTS INFORMATION

Civil society organizations, international organizations, governments and other registered participants of Human Dimension Meetings are encouraged to organize side events on relevant Human Dimension issues.<sup>1</sup> Side events provide an opportunity for the participants to discuss issues that have not been fully covered during the working sessions, since only limited time is assigned to each of the topics. Side events are meant to facilitate informal discussions among representatives of governments, civil society and international organizations.

ODIHR will co-ordinate the organization of side events and make the necessary venue arrangements. Participants will be able to book dedicated rooms for side events free of charge. The participants organizing a side event will be responsible for its logistics (catering, presentations and technical facilities, interpretation, financing etc.) and for its content.

The side events are organized and scheduled exclusively at the request of registered participants of the Human Dimension Meetings. The description of the side events is provided by the organizers. It might be edited by ODIHR for language but not for content. Responsibility for the content remains with the organizers. Neither the text nor the side events themselves necessarily reflect the views of the OSCE.

### ONLINE BOOKING SYSTEM FOR SIDE EVENTS

To facilitate the registration of side events, **there is an online booking system for side events**. The online system makes the booking process more efficient and more transparent.

Before booking your side event you are advised to read the terms and conditions below, the logistics information and the frequently asked questions.

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<sup>1</sup> The Helsinki Document of 1992 (Chapter IV) called for increasing the openness of CSCE activities and expanding the role of NGOs. In particular, in paragraph (15) of Chapter IV the participating States decided to facilitate during CSCE meetings informal discussion meetings between representatives of participating States and of NGOs, and to provide encouragement to NGOs organizing seminars on CSCE-related issues.



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### TERMS AND CONDITIONS

1. The booking of side events is on a “**first come, first served**” basis.
2. To book a side event, participants **must register FIRST for the HDIM conference at <http://meetings.odihr.pl>**
3. The booking period will open at 12:00 noon (CET), Wednesday, 22 August 2018, and will close at 23:59 (CET) on Friday, 24 August 2018. **The booking period will re-open at 12:00 noon (CET), Wednesday, 29 August 2018 and close at 12:00 noon (CET), Friday, 31 August 2018.**
4. Each organization/participating State can book a **maximum of 2 (two)** side events, **in the capacity of the main organizer.**
5. Once you enter the system and choose the date and time slot, you **have 60 minutes** (from the moment you open the slot) to enter the requested information to make your preliminary booking. **Please always *SAVE* the information you entered. You will be able to edit your information later on, before the booking deadline.** If you *SAVE* the information, the room that you have selected will be automatically pre-booked and kept for you by the system, but only until the deadline.
6. All information should be provided in English.
7. **All the fields in the booking form should be filled in;** otherwise the booking will not be accepted and confirmed by the system.
8. To make a final and valid booking for your event, you **must press the SUBMIT button before the deadline expires.**
9. Organizers are able to make edits or changes to their side event submissions **before the deadline and/or before submitting the booking.** No changes are possible after you *SUBMIT* or after the deadline, so please make sure that you submit the correct information. Please *SAVE* your information each time you make a change.
10. All bookings for side events **must be submitted by the booking deadline;** otherwise they will be automatically cancelled.
11. **Only online booking is possible.** The ODIHR Human Dimension Meetings (HDM) team will **NOT** pre-book/book any slots for participants.
12. Should you wish to cancel a booking after the deadline, please contact the HDM team as soon as possible. Please note that late cancellation of pre-ordered, paid services will result in cancellation fees.
13. The side events schedule and overview will be published on the HDIM website a few days after the final deadline.



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### LOGISTICAL INFORMATION

**WHO?** Side events can be booked and organized **ONLY** by **registered** participants in the 2018 Human Dimension Implementation Meeting

**WHEN?** Side events can be organized, between the 10<sup>th</sup> and the 14<sup>th</sup> of September and then between the 17<sup>th</sup> and 21<sup>st</sup> of September during the following hours:

- morning 8:15-9:45 (except 10 September and there are no morning side events in the Plenary Hall during the whole meeting)
- lunchtime 13:15-14:45 (except 21 September)  
(Plenary Hall - 13:30-14:30 – except 10 & 21 September)
- evening 18.15-19.45 (except 10, 20& 21 September)

**WHERE?** All meeting rooms are available **free of charge**:

Room	Layout	Capacity	Additional information
Meeting room 1	Round table	80 people	Not available on the 10 and 21 September
Meeting room 2	Round table	50 people	
Meeting room 3	Theatre style	50 people	
Opera	Round table	80 people	
Plenary Hall	Round table	100 people around the table and 50 in the back rows	Not available on 10 and 21 September. Simultaneous interpretation equipment and sound system are free of charge.

### **HOW?**

Please register first in the ODIHR Registration System (<http://meetings.odihr.pl>), and after receiving an e-mail that you have successfully registered, you may proceed with the side event booking. The rooms are free of charge, but all additional expenses (technical equipment, interpretation, catering, etc.) should be covered by the organizers. There is the possibility to make arrangements through the ODIHR conference or venue service providers (through the online booking system) or on your own. The content of side events should respect the OSCE Human Dimension Commitments.



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**FREQUENTLY ASKED QUESTIONS**

**HOW WILL PEOPLE LEARN ABOUT THE SIDE EVENTS?**

ODIHR will inform the participants of the HDIM about the side events by posting information on the HDIM web-page a few days before the start of the meeting. In addition, we will also lay out hard copies of the side event schedule and overview at the registration desk. If you wish, you can also prepare beforehand flyers with side event information and leave them on the display tables. **Please note that it is not allowed to distribute any leaflets in the Plenary Hall.**

**IS TECHNICAL EQUIPMENT AVAILABLE?**

You might wish to use some technical equipment for your side event (interpretation equipment, PowerPoint, video + TV, microphones + speakers, etc.). Should you wish to do so, you might organize it through the conference services provider – BSCAV. In this case, please state your requirements while booking your side event in the online booking system and BSCAV will contact you ASAP to facilitate your order. **Please note that all costs are borne by the side event organizer.** Simultaneous interpretation equipment is available free-of-charge only for side events organized in the Plenary Hall.

**IS INTERPRETATION POSSIBLE?**

Interpretation services (simultaneous and consecutive) can be provided, upon request, **at your expense.** You might organize it in your own capacity or through the ODIHR conference services provider – BSCAV. In case you wish to order the interpretation services through BSCAV, please state your requirements while booking your side event in the online booking system and BSCAV will contact you to facilitate your order. You will find all of the information and prices in the booking system.

**HOW TO ORGANIZE REFRESHMENTS?**

Some organizers of side events wish to offer refreshments/beverages to their participants. You may organize this through the ODIHR venue catering provider – hotel Sofitel Victoria. In case you wish to have catering at your side event, please state your requirements while booking your side event in the online booking system and hotel Sofitel Victoria will contact you ASAP to facilitate your order. You will find all of the information and prices in the side events booking system.

**RE-OPENING OF THE SYSTEM:**

**WEDNESDAY, 29 AUGUST, 12:00 NOON (CET)**

**DEADLINE FOR BOOKING:**

**FRIDAY, 31 AUGUST, 12:00 NOON (CET)**